

Permanent, full-time, in-office position

Location: Sheffield, South Yorkshire, United Kingdom

About Rivelin

Rivelin's mission is to bring advanced robotics to the mainstream. We exist to unlock the automation of jobs that are too hazardous, too strenuous or just too unpleasant to do by hand. It takes a human craftsman years to learn machining and metalworking, a skilled trade which is vital for manufacturing the things we use every day. As jobseekers' priorities continue to move away from manual work, we hope to smooth the transition to simpler, safer and cleaner digital manufacturing through the power of software, mechatronics and AI.

We are looking for resourceful and collaborative optimists who don't see roadblocks but instead see stepping stones to success. You will join a team of growth-minded individuals who embrace challenges and take ownership of their work. Help shape the company as an early employee and create the future of manufacturing with the best team on the planet!

The Role

We're seeking an experienced, tech-savvy and highly organised AdminOps Wizard to work directly with our Founder and Chief Executive & Financial Officer. You'll bring your wisdom, leadership and industry insight to a young, agile team on the cusp of global expansion. If you're looking to apply your top-tier administrative, operational and process-optimisation skills within a local, fast-growing robotics startup, this is the perfect opportunity.

What You'll Do

- Oversee and optimise our suite of digital tools (including Xero, Futrli, MRP software, AWS, Google Workspace, openVPN, JumpCloud and ClickUp).
- Manage user provisioning, access control and IT systems.
- Streamline vendor relationships, procurement processes and internal workflows.
- Ensure robust data integrity and efficient data management across multiple departments.
- Champion cross-departmental coordination, anticipating organisational needs.

Who You Are

- A proven professional with a track record of success in high-level administrative or operational roles.
- Highly organised, detail-oriented, and able to keep multiple plates spinning.
- Tech-literate or fast to learn—comfortable diving into new digital tools.
- A proactive problem-solver who seeks continuous improvement.
- Excellent communicator and collaborator with strong interpersonal skills.

If you're excited to share your expertise with a bold new robotics venture in Sheffield, we'd love to hear from you. Become part of Rivelin's journey to reshape manufacturing—and help us unlock our team's infinite potential.

Why You'll Love It Here

- Headquarters in Sheffield, a hidden gem in the centre of the UK: World class rock climbing, mountain/road biking, trail running, hiking, kayaking, boutique coffee roasters, award winning craft beer and a lower cost of living

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- As a startup, your work will have an immediate and direct impact
 - We adapt quickly to changing customer priorities and market forces, meaning you will see a wide variety of tasks and challenges from one day to the next
 - 28 days holiday including bank holidays, Christmas shutdown every year
 - Opportunity for international travel
 - Generous share options available

To apply, email jobs@rivelinrobotics.com